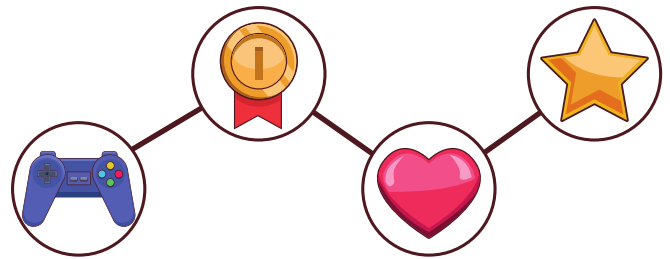


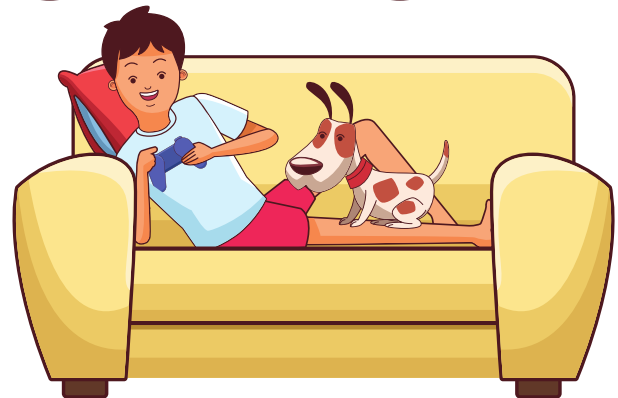
# DO YOU WANT TO BE MORE PRODUCTIVE?



Are you constantly falling behind in homework or tired of everyone nagging you to be more organised?



Perhaps you struggle to find time to do the important things you need to do?



It's never too late to change, anything is possible if you put your mind to it!





# The 5-step process:

1

## **Define/Know your goals**

This is always the first step. Success isn't an accident. It requires vision and intent. Clarify what you want in life in such a way that you see, hear, smell, taste and feel all the aspects of that life.

2

## **Organise your time**

How are you spending your time each day? Are you wasting time on mere distractions or trivial pursuits? When you're using your time to chase after your goals, are you choosing the most effective actions or the easiest?

3

## **Think about the friendships you have.**

Are friends in your life supportive of your goals. You have to make a choice. Some friends will bring you down, get rid of them. Yet again, there may be some that you need to connect with in order to succeed. Take time to think about this logically..

4

## **Have enough sleep**

What is the optimal amount of sleep for you? You might find that you can pursue your goal much more effectively if you get enough sleep. When you get enough sleep, your brain is in a position to think, strategise or analyse effectively..

5

## **Check your diet**

What kind of diet/foods will allow you to be in your best shape so you can achieve your goals. You will need to choose your foods carefully so that you are healthy and have enough energy to take on your daily tasks. Some foods may cause you to be drowsy, when you should be concentrating. While some foods may cause you to be hyper, when you should be sleeping.



## Remember:

No Procrastination. There's no time to waste. Putting things off suggests that there's another issue lurking beneath the surface. Identify and rectify it.

Big goals require commitment and focus. You don't have time for the things that people with mediocre results spend their time on. There are things you have to be willing to give up. Fortunately, if you're truly committed, these things are easy to avoid but they can be great distractions if your commitment is lacking. Setting goals that excite you is tremendously helpful.

Stop worrying about things you can't control. Ask yourself what you're accomplishing by worrying about things outside of your control. You'll find that worrying never solved anything.

Stop worrying about the opinions of others. People think about you less than you imagine. When you're trying to accomplish something challenging, you just don't have time to worry about what others think.

Stop wasting time in general. Big goals require time, and you simply don't have time to waste on trivial things. Keep a record of how you spend your time for one day. You might not be spending your time the way you think you are!

Browse our website and find more information that can help you build discipline around your life.

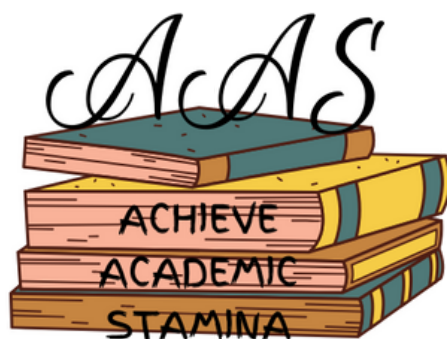
Or better still, get in touch through email . Let us help you through this journey so you can achieve your best from the goals you have set.

BE THE BEST YOU CAN BE!



*want to learn more?*

**Join the mastermind**



Be sure to follow me on social media to stay up to date with the resources useful to you.

